



REQUEST FOR INFORMATION FORM

DIRECTIONS TO STUDENTS:

- Complete form and clearly indicate information required.
- Please note processing times and plan accordingly.

• Request for information form must be submitted by e-mail to EME Reception.

* Request for T4/T4A Slips and Record of Employment must be directed to the UBC Finance Department ADM 002 *

Student Number:	UBC Employee ID #:
Last Name:	Program:
First Name:	E-mail:
Mailing Address	

Verification of Employment (Letter for Permanent Residency Applications)
Turn around time: 10 Business Days
This letter will include your name, classification, department, current salary, employment duties, and length of employment at UBC.
** Picture identification required to pick up letters in person. Due to confidentiality of information, verification letters will not be faxed/e-mailed to any location.

Employment Co	ntract		Turn around time: 3 Business Day	S
This letter will allow	w you to apply for a Social In	surance Number or a Re-Issue of your Social Insurance Num	ıber.	
Date of Birth				

Signature

Request date:

Personal Information ("Information") provided on this form is collected pursuant to section 26 of the Freedom of Information & Protection of Privacy Act (the"Act"), R.S.B.C. 1996, C. 165 for the purposes of processing your request for late withdrawal. The information will be used and shared within UBC in accordance with the Act. Any questions regarding the collection of information may be directed to the School of Engineering at engineering.okanagan@ubc.ca Copy: Associate Dean/SISC/Student and Professor via e-mail

SUBMIT APPLICATION FORM TO: Angela Perry EME Reception, 1137 Alumni Avenue Telephone: (250) 807-8723 Email: angela.perry@ubc.ca

DEPT. / SCHOOL DATE STAMP

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